

COUNTY OF LOS ANGELES-DEPARTMENT OF MENTAL HEALTH
SANTA CLARITA VALLEY MENTAL HEALTH CENTER

TRANSFER OPPORTUNITY

**THIS IS NOT AN OFFICIAL EXAMINATION-COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL
HEALTH EMPLOYEES ONLY**

Intermediate Typist Clerk

The Santa Clarita Valley MHC is actively seeking an Intermediate Typist Clerk to perform clerical duties. The Santa Clarita Valley MHC serves the adult and older adult population who are experiencing mental health concerns.

EXAMPLES OF DUTIES:

- Greets clients and visitors at reception desk
- Assist in the reception area, as needed
- Answers telephones, take messages for staff and routes calls appropriately
- Manages psychiatrist appointments in the Clinical Appointment Scheduling System (CASS)
- Opening and closing charts in IS System
- Data entry of NCR forms and prescriptions in IS System
- Filing of mental health documentation in charts
- Assist program staff in completing periodic assignments requiring data collection, creation of new forms, etc.
- Assemble client charts, intake packets, 5150's paperwork, and triage packets
- Obtains additional information needed for completion of final material
- Checks documents for completeness, accuracy, and compliance; and other requirements
- Provide reminder calls to consumers
- Assumes responsibility as assigned for performing other special duties related to the overall operation of the program, i.e., processing mail, photocopying, and faxing

DESIRABLE QUALIFICATIONS:

- Strong organizational skills
- Ability to multi-task and prioritize work assignments
- Ability to adapt to new job duties
- Strong knowledge of the IS and CASS System
- Knowledge of DMH billing procedures
- Strong knowledge of Microsoft Word, Excel, and Outlook
- Ability to work independently and as a team player
- Strong verbal and written communication skills
- Strong interpersonal skills

Qualified individuals holding title to the above position should **fax or email** their resume, Master timecard for the past year and the last two (2) Performance Evaluations on or before close of business, **Wednesday, November 27, 2013:**

Michelle Majors, Psy.D.
MH Clinical Program Head
FAX: (661) 254-2940 or mmajors@dmh.lacounty.gov
AN EQUAL OPPORTUNITY EMPLOYER